



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills and competencies of MCG employees.

November 2019 Training Opportunities – Space Available

Join OHR for these professional development training courses.

Course Title	Audience	Date	Time	Location
Ensuring Accountability in Timekeeping Managers and Supervisors 2019-11-01	Mandatory for Managers and Supervisors	November 1	10 a.m. - Noon	EOB
Preventing Workplace Harassment Class 2019-11-05	Mandatory for All Employees	November 5	9 - 11 a.m.	EOB
Word 2016 Introduction Class 2019-11-05	All Employees	November 5	9 a.m. - 4 p.m.	Training Center
Deliver Unbeatable Customer Service Class 2019-11-06	All Employees	November 6	9 a.m. - Noon	Training Center
ERS Applying for Retirement-A, E, F, G, H, J-Class 2019-11-06 Retire on 1/1/20	All Employees	November 6	9:30 - 10:30 a.m.	Rockville Memorial Library 1st Floor
Emergency Preparedness Class 2019-11-06	All Employees	November 6	9 – 11:30 a.m.	EOB
Health Insurance Applying to Retire Class on 2019-11-06 (Retire on 1/1/20)	All Employees	November 6	11 a.m. - 12:30 p.m.	Rockville Memorial Library 1st Floor
Office 2016 Overview with Tips and Tricks Class 2019-11-06 (AM)	All Employees	November 6	9 a.m. - Noon	Training Center
Office 2016 Overview with Tips and Tricks Class 2019-11-06 (PM)	All Employees	November 6	1 - 4 p.m.	Training Center
EE0 and Diversity Management Class 2019-11-07	Mandatory for Managers and Supervisors	November 7	9 a.m. - Noon	Training Center
MLS LEARNS: Meet the new Procurement Director	Managers, Department Directors, and Question A Employees	November 7	10 a.m. – 11:30 a.m.	EOB
FMLA Overview for Management Class 2019-11-12	Managers and Supervisors	November 12	1:30 - 4 p.m.	Training Center
Office 365 Overview Class 2019-11-12 (AM)	All Employees	November 12	9 a.m. - Noon	Training Center

Office 365 Overview Class 2019-11-12 (PM)	All Employees	November 12	1 - 4 p.m.	Training Center
Grammar: Correct Usage for the Winter Class 2019-11-13	All Employees	November 13	9 a.m. - Noon	Training Center
Limited English Proficiency (LEP) Class 2019-11-14	Mandatory for Front-line Employees	November 14	1 - 4 p.m.	Training Center
Outlook 2016 Introduction Class 2019-11-14	All Employees	November 14	9 a.m. - 4 p.m.	Training Center
Enhanced Employment Application and Qualification Process Class 2019-11-18	All Employees	November 18	10 a.m. - Noon	EOB
PowerPoint 2016 Intermediate Class 2019-11-18	All Employees	November 18	9 a.m. - 4 p.m.	Training Center
Preventing Workplace Harassment Class 2019-11-19	Mandatory for All Employees	November 19	9 - 11 a.m.	EOB
Technical Writing Class 2019-11-19	All Employees	November 19	1 - 4 p.m.	Training Center
ERS Retirement Planning-ERS Groups A, E, F, G, H, J Class 2019-11-20	All Employees	November 20	9:30 - 11 a.m.	Rockville Memorial Library 1st Floor
Health Insurance Planning for Retirement Class 2019-11-20	All Employees	November 20	11 a.m. – 12:30 p.m.	Rockville Memorial Library 1st Floor
Outlook 2016 Intermediate Class 2019-11-20	All Employees	November 20	9 a.m. - 4 p.m.	Training Center
Drug Free Workplace Non-DOT Supervisors Class 2019-11-21	Managers and Supervisors	November 21	10 a.m. - Noon	Training Center
Intro to Managing in a Union Setting Class 2019-11-21	Mandatory for Managers and Supervisors	November 21	1 - 4 p.m.	Training Center

FY20 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.

Locations

- Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850
- Housing Opportunities Commission, 231 Deer Park Drive, Gaithersburg, MD 20877
- Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850
- Training and Organizational Development Center, Suite 102, 255 Rockville Pike, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.